

**CITY OF SAN ANTONIO
HISTORIC AND DESIGN REVIEW COMMISSION**

APPLICATION FORM

Date Received

Property Location (Street Address) _____

☐ Historic District Name _____

☐ Landmark Name _____

☐ River Improvement Overlay ☐ Public Property ☐ Other _____

Parcel Identification: NCB _____ Block _____ Lot _____

BCAD Account Number _____

Name of Property Owner: _____

Mailing Address: _____

Business/Home Telephone: _____ Fax No. _____

E-Mail Address: _____

(If different from Owner)

Name of Applicant: _____

Address: _____ Zip Code: _____

Business/Home Telephone: _____ Fax No. _____

E-Mail Address: _____

Owner/Applicant is requesting permission to: (describe clearly and in detail all architectural alterations to be made in addition to other requests, an additional sheet may be used).

1. _____

2. _____

3. _____

Required Items: Plot plan, legal description, building elevations, final building plans and specifications, samples of paint colors, roofing materials, CLEAR photographs of structures and/or sites where construction will take place. **NO CASE WILL BE SCHEDULED FOR A HEARING UNTIL ALL SUPPORTING MATERIALS ARE RECEIVED IN THE PLANNING DEPARTMENT.** (See check lists on pages 3 - 6.)

APPROVAL BY THE COMMISSION DOES NOT TAKE THE PLACE OF A BUILDING PERMIT. PERMITS MUST BE OBTAINED FROM THE CITY OF SAN ANTONIO, DEPARTMENT OF DEVELOPMENT SERVICES, 1901 SOUTH ALAMO, AFTER COMMISSION CLEARANCE.

Board of Adjustment Variances Required: Yes _____ No _____

Platting Required: Yes _____ No _____

**CITY OF SAN ANTONIO
HISTORIC AND DESIGN REVIEW COMMISSION**

LETTER OF AUTHORIZATION

DATE: _____

Applicant understands the following:

1. If the Commission fails to approve any portion of a request and recommends that changes be made in the plans and specifications, the applicant will have five (5) days in which to inform the Historic Preservation Officer as to whether the applicant agrees to the recommended changes.
2. Following each meeting, the Director of the Development Services is notified of the Commission's action. Within ten (10) days from receipt of the recommendation, the Director shall notify the applicant as to whether his request has been approved, conditionally approved or denied.
3. If the applicant does not concur in the Commission's recommendations made, appeal to the Zoning Commisison may be made within thirty (30) days after receipt of notification.

IF THE PROPERTY OWNER DOES NOT APPEAR PERSONALLY BEFORE THE COMMISSION, A LETTER OR SIGNATURE OF AUTHORIZATION MUST BE PRESENTED TO THE HISTORIC PRESERVATION OFFICER OR THE CASE WILL NOT BE HEARD.

I hereby authorize _____ of _____
(Name of representative) (Company or agency)

_____ to represent me in matters pertaining to this case.
(Address)

Owner's Signature: _____

Address: _____

City/State _____ Zip Code _____

All background materials needed to support the applicant's request must be submitted to the Historic Preservation officer **PRIOR** to scheduling the case before the Commission. **NO CASE** will be placed on the agenda if **ALL** materials are not on file by the deadline date. Any last minute changes must be shown on revised plans. These are to be submitted and placed in file prior to meeting.

I. **Check Where Applicable:**

- ☐ Preliminary Concept Review
- ☐ Conceptual Approval
- ☐ Final Approval (Previous HDRC Case NO: _____.)

II. **Check Where Applicable:**

- ☐ Restoration to Existing Structure total ☐ partial ☐
- ☐ New Construction

III. **Check Where Applicable:**

- ☐ Residence and/or Duplex
- ☐ Apartments and/or Commercial
- ☐ Tax Abatement

IV. **PROJECT TO INCLUDE (check where applicable):**

- A. ☐ NEW CONSTRUCTION
- B. ☐ ADDITION
- C. ☐ DEMOLITION
- D. ☐ SIGN REQUIREMENTS
- E. ☐ FENCING
- F. ☐ DRIVEWAY - SIDEWALKS & PARKING LOTS
- G. ☐ REPAINTING (color change)
- H. ☐ REROOFING (materials/color change)
- I. ☐ LANDSCAPING
- J. ☐ SWIMMING POOLS - FISH PONDS & FOUNTAINS
- K. ☐ GAZEBOs - BATH HOUSE & DECKING
- L. ☐ TENNIS COURTS & PLAYGROUNDS
- M. ☐ DUMPSTERS, AIR CONDITIONING, WATER COOLERS & MECHANICAL SYSTEMS
- N. ☐ TAX ABATEMENT PROJECT
- O. ☐ PUBLIC ART
- P. ☐ OTHER _____

A. **NEW CONSTRUCTION**

- ☐ Preliminary plans with building elevations
- ☐ Working scale drawings/specifications
- ☐ Drawings 8½" x 11" reproducible sheets
- ☐ Scale site plan with square footage of the building
- ☐ Photographs of building site for new construction
- ☐ Paint samples with brand name and number
- ☐ Roofing material sample
- ☐ Siding sample
- ☐ Letter of permission from property owner (if applicant is NOT owner)

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B. **ADDITION**

- ☐ Preliminary plans with building elevations
- ☐ Scale drawing of addition in relation to structure
- ☐ Working scale drawings/specifications
- ☐ Scale site plan
- ☐ Drawings 8½" x 11" reproducible sheets
- ☐ Photographs of structure showing current appearance
- ☐ Photographs of all exterior sides (include all four sides of building)
- ☐ Colors (sample)
- ☐ Letter of permission from property owner (if applicant is NOT owner)

C. **DEMOLITION**

- ☐ Photographs of structure
- ☐ Scale site plan
- ☐ Proposed use after demolition (conceptual plan)
- ☐ Letter of permission from property owner (if applicant is NOT owner)

D. **SIGNAGE**

- ☐ Working scale drawings/specifications
- ☐ Scale drawing of sign in relation to structure
- ☐ Scale site plan
- ☐ Drawings 8½" x 11" reproducible sheets
- ☐ Photograph of location of proposed signage on structure/property
- ☐ Photographs of structure and all exterior sides affected by proposed work
- ☐ Type of materials to be used for sign
- ☐ Colors (samples) as applied to sign
- ☐ Size/Style of lettering
- ☐ Illumination plan
- ☐ Letter of permission from property owner (if applicant is NOT owner)

E. **FENCING**

- ☐ Type/design of fence
- ☐ Scale of drawing of members with specifications
- ☐ Scale site plan
- ☐ Drawings 8½" x 11" reproducible sheets
- ☐ Photographs of structure and all exterior sides affected by proposed work
- ☐ Letter of permission from property owner (if applicant is NOT owner)

F. **DRIVEWAYS - SIDEWALKS & PARKING LOTS**

- ☐ Type/design of driveway/sidewalk
- ☐ Drawings 8½" x 11" reproducible sheets
- ☐ Scale site plan
- ☐ Photographs of structure, location and all exterior sides affected by proposed work
- ☐ Landscaping plans (if any)
- ☐ Colors (sample)
- ☐ Letter of permission from property owner (if applicant is NOT owner)

G. **REPAINTING (color change)**

- ☐ Type of material

- ☐ Colors (sample)
- ☐ Description of design
- ☐ Photographs of structure and all exterior sides affected by proposed work
- ☐ Letter of permission from property owner (if applicant is NOT owner)

H. **REROOFING (material/color change)**

- ☐ Type of material (sample or cut sheet)
- ☐ Colors (sample)
- ☐ Description of design
- ☐ Photographs of structure and all exterior sides affected by proposed work
- ☐ Letter of permission from property owner (if applicant is NOT owner)

I. **LANDSCAPING**

- ☐ Working scale drawings/specifications
- ☐ Scale site plan
- ☐ Drawings 8½" x 11" reproducible sheets
- ☐ List of plants or trees
- ☐ Photographs of structure and area to be landscaped
- ☐ Location of lighting, walkways, decking, pools, fountains, gazebos, or pool/equipment houses
- ☐ Letter of permission from property owner (if applicant is NOT owner)
- ☐ Sprinkler system (if any)

J. **SWIMMING POOLS - FISH PONDS & FOUNTAINS**

- ☐ Working scale drawings/specifications
- ☐ Scale drawing in relation to structure
- ☐ Scale site plan
- ☐ Drawings 8½" x 11" reproducible sheets
- ☐ Type/design of swimming pool, fish pond and/or fountain
- ☐ Photographs of structure (all exterior sides) and area affected by proposed work
- ☐ Colors (sample)
- ☐ Letter of permission from property owner (if applicant is NOT owner)

K. **GAZEBOS - BATH HOUSE & DECKING**

- ☐ Working scale drawings/specifications
- ☐ Scale drawing in relation to structure
- ☐ Scale site plan
- ☐ Drawings 8½" x 11" reproducible sheets
- ☐ Photographs of structure (all exterior sides) and area affected by proposed work
- ☐ Colors (sample)
- ☐ Letter of permission from property owner (if applicant is NOT owner)

L. **TENNIS COURTS & PLAYGROUNDS**

- ☐ Working scale drawings/specifications
- ☐ Scale drawing in relation to structure
- ☐ Scale site plan
- ☐ Drawings 8½" x 11" reproducible sheets
- ☐ Photographs of structure (all exterior sides) and area affected by proposed work
- ☐ Colors (sample)
- ☐ Letter of permission from property owner (if applicant is NOT owner)

M. **DUMPSTERS, AIR CONDITIONING, WATER COOLERS, AND OTHER MECHANICAL SYSTEMS**

- ☐ Scale site plan

- ☐ Scale drawing of screening plan
- ☐ Photographs of structure and installation sites
- ☐ Location of condensers, transformers, or other systems in relation to building(s) and adjacent properties
- ☐ Underground utility plan
- ☐ Letter of permission from property owner (if applicant is NOT owner)

N. **TAX ABATEMENT PROJECT**

1. ☐ Commercial ☐ Residential
2. ☐ Certification ☐ Verification ☐ Project to be sent to State for IRS Certification
3. ☐ Attach completed Certification Form or Verification Form

O. **PUBLIC ART**

- ☐ Working scale drawings/specifications
- ☐ Drawings 8½" x 11" reproducible sheets
- ☐ Scale site plan
- ☐ Photographs of site
- ☐ Color rendering
- ☐ Description of project (theme, history ,etc.)
- ☐ Materials and media
- ☐ Letter of permission from property owner (if applicant is NOT owner)

P. **OTHER PROJECTS**

- ☐ Preliminary plans with building elevations
- ☐ Working scale drawings/specifications
- ☐ Drawings 8½" x 11" reproducible sheets
- ☐ Scale site plan
- ☐ Photographs of building site for new construction
- ☐ Paint samples with brand name and number
- ☐ Roofing material sample
- ☐ Siding sample
- ☐ Letter of permission from property owner (if applicant is NOT owner)

NOTE: PLEASE BE ADVISED THAT A STAFF MEMBER FROM THE PLANNING DEPARTMENT MAY COME BY TO VIDEO TAPE OR PHOTOGRAPH YOUR PROPERTY FOR THE HISTORIC AND DESIGN REVIEW COMMISSION MEETING.

PLEASE BE ADVISED THAT THE COMMISSION HAS A POLICY OF ONLY HEARING A CASE WHEN THE OWNER OR THE OWNER'S REPRESENTATIVE IS PRESENT TO PRESENT THE CASE.

APPLICANT SIGNATURE

DATE